

# **“LETTING YOU KNOW”**

*The Illinois Department of Transportation is interested in maintaining close communications with industry. This newsletter highlights subjects which we believe will be of interest to you.*

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## **PARAGRAPH K APPRENTICESHIP AND TRAINING CERTIFICATION**

Paragraph K must be correctly completed on State-funded projects. This includes listing all crafts or types of craft work that will be performed on the project. Any work that is going to be subcontracted out must be so indicated. Bids continue to be submitted without Paragraph K being completed, causing the bids to be declared not responsive and not read. Not having complete information may cause a delay in the award. If you have any questions, please contact Jim Duncan at 217-782-7806.

## **RETURNING CONTRACTS AND BONDS**

After award of a project, the department mails three copies of the contract and bond to the contractor for execution. Two completed forms must be returned to the department. Recently, some firms have been “retyping” or “changing” the bond, executing the new version and returning it. This is not acceptable. For legal reasons, the bond must be on the form provided by the department. Any bond form, other than the original provided by the department, will be returned to the contractor with instructions to submit the correct bond. This will cause a delay in execution of the contract. If you have any questions, please feel free to contact Lynette Jones at 217-782-7806.

## **DBE UTILIZATION PLAN SUBMITTAL**

It is the responsibility of the low bidder to determine the results of the Letting and to submit any required DBE Utilization Plan within the time limit.

Recently, some firms have not submitted their DBE Plan as required. Their bids were declared not responsive and liquidated damages were assessed.

The original DBE Utilization Plan and DBE Participation Statements must be submitted. However, the time limit requirement may be met by faxing the documents to Small Business Enterprises at 217-785-1524 or by e-mailing them to Mark Bennett at [Mark.Bennett@illinois.gov](mailto:Mark.Bennett@illinois.gov).

If you have any questions please contact Mark Bennett at 217-785-4611.

## **STAY INFORMED!**

Keep in touch with your representative on the IDOT/Industry Policy Committee and IDOT/Industry Joint Co-op Committee.



**Illinois Department of Transportation**